

MPG 1840.2

REVISION B

EFFECTIVE DATE: August 26, 2002

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MARSHALL PROCEDURES AND GUIDELINES

AD01

MSFC HAZARD COMMUNICATION PROGRAM

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Marshall Procedures and Guidelines AD01		
MSFC Hazard Communication Program	MPG 1840.2	Revision: B
	Date: August 26, 2002	Page 2 of 10

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12/6/99	
Revision	A	9/7/00	Added MWI 5113.1 to applicable documents and paragraph 2.2.4; added "Ensuring current revisions of applicable MSDS are readily accessible in each work area during each work shift to user employees" to paragraph 2.2.2 and deleted previous text; added "...including those exceeding the manufacturer's shelf-life" to paragraph 2.2.6; added sections 2.2.7 through 2.2.10; and added "current revisions of" to paragraph 3.1.
Revision	B	8/26/02	Deleted P.3.b; corrected document number in P.4.b; corrected document title to P.4.c added MWI 8550.5, "Hazardous Materials Management" and MWI 8715.4, "Personal Protective Equipment" to P.4; added definition for Centerwide data base in 1.1; changed department name to Integrated Customer Support in 2.1; added the MSDS data base in 2.1.2; deleted maintaining training records in 2.1.3; added "in accordance with MWI 8550.5, "Hazardous Materials Management" to 2.2.1; added "and that it is properly maintained in accordance with MWI 8715.4, "Personal Protective Equipment" to 2.2.8; added "in accordance with MWI 8715.4, "Personal Protective Equipment" to 2.2.9; defined OMEHS in 2.2.4; added "in accordance with MWI 8550.5" in 3.2; added 3.3.1 "by anyone receiving/purchasing new chemicals"; added in accordance with 29 CFR 1910.1200" to 3.4.1; combined 3.5.1 and 3.5.2; deleted 3.5.3; "changed to read "The following records will be maintained/dispositioned by the user in accordance with NPG 1441.1;" added "Training records will be maintained and dispositioned in accordance with NPG 1441.1 by OMEHS for classes they provide. Line management or other entities will be responsible for maintenance and disposition of records associated with training they provide," and deleted MSFC Form 55 in 4.0; added to 4.0, "An electronic data base and a hardcopy data base will be maintained by EED support contractor and OMEHS, respectively for all current MSDS's in use at MSFC. The electronic data base will either have the MSDS information stored on a server, or will provide a pointer to the manufacturer's information (e.g., copier

Marshall Procedures and Guidelines AD01		
MSFC Hazard Communication Program	MPG 1840.2	Revision: B
	Date: August 26, 2002	Page 3 of 10

			toner cartridges). The hardcopy data base will be kept in Bldg 4249 and will consist of current MSDS's at MSFC. When updated MSDS information is received, existing MSDS information in both the electronic and hardcopy databases will be replaced. All superceded MSDS information will be placed in historical files (electronic and hardcopy)."
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Marshall Procedures and Guidelines AD01		
MSFC Hazard Communication Program	MPG 1840.2	Revision: B
	Date: August 26, 2002	Page 4 of 10

TABLE OF CONTENTS

Preface

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 Applicable Documents
- P.5 References
- P.6 Cancellation

Document Content

- 1. Definitions
- 2. Responsibilities
- 3. Procedure
- 4. Records
- 5. Flow Diagram

Marshall Procedures and Guidelines AD01		
MSFC Hazard Communication Program	MPG 1840.2	Revision: B
	Date: August 26, 2002	Page 5 of 10

PREFACE

P.1 PURPOSE

To establish the Marshall Space Flight Center (MSFC) Hazard Communication Program (HCP) in compliance with the Occupational Safety and Health Administration (OSHA) Standards.

P.2 APPLICABILITY

This Directive is applicable to all operations at MSFC.

P.3 AUTHORITY

OSHA Standards, as revised, 29 CFR 1910.1200 and 29 CFR 1926.59, "Hazard Communication Standard"

P.4 APPLICABLE DOCUMENTS

- a. MWI 5100.1, "Procurement Initiators Guide"
- b. MPG 8500.1, "MSFC Environmental Management Program"
- c. MWI 4520.1, "Receiving"
- d. MWI 5113.1, "Governmentwide Commercial Purchase Card Operating Procedure"
- e. MWI 8550.5, "Hazardous Materials Management"
- f. MWI 8715.4, "Personal Protective Equipment"

P.5 REFERENCES

None

P.6 CANCELLATION

MPG 1840.2A dated September 7, 2000

Original signed by
Axel Roth for

A. G. Stephenson
Director

Marshall Procedures and Guidelines AD01		
MSFC Hazard Communication Program	MPG 1840.2	Revision: B
	Date: August 26, 2002	Page 6 of 10

DOCUMENT CONTENT

1. DEFINITIONS

1.1 Centerwide Data base. An electronic and/or hard copy collection of Materials Safety Data Sheets for hazardous materials used at MSFC.

1.2 Container. Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical.

1.3 Exposure (exposed). When an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, skin contact or absorption, etc.) and includes potential (e.g., accidental or possible) exposure.

1.4 Hazard Warning. Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which conveys the hazard(s) of the chemical(s) in the container(s).

1.5 Hazardous Chemical. Any chemical which is a physical hazard or a health hazard.

1.6 Health Hazard. A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

1.7 Immediate Use. When the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container, and only within the work shift in which it is transferred.

1.8 Label. Any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

1.9 Material Safety Data Sheet(s) (MSDS). Informational written or printed material, supplied by chemical manufacturers/importers, that provides pertinent safety and health information concerning a hazardous chemical.

Marshall Procedures and Guidelines AD01		
MSFC Hazard Communication Program	MPG 1840.2	Revision: B
	Date: August 26, 2002	Page 7 of 10

1.10 Physical Hazard. A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, or is unstable (reactive) or water-reactive.

1.11 Use. To package, handle, react, or transfer.

1.12 Work Area. A room or defined space in a workplace where hazardous chemicals are produced or used and where employees are present.

1.13 Workplace. An establishment, job site, or project, at one geographical location containing one or more work areas.

2. RESPONSIBILITIES

2.1 Integrated Customer Support Department, Center Operations Directorate, or designated representative is the Center's Hazard Communication Program Officer and is responsible for:

2.1.1 Implementing and administering the HCP.

2.1.2 Maintaining the MSDS Centerwide data base and distributing MSDS as required.

2.1.3 Establishing a training curriculum and to ensure compliance with this Directive.

2.1.4 Verifying compliance with MSFC HCP during surveys and audits.

2.2 Directors/Managers/Team Leads/Supervisors are responsible for:

2.2.1 Conducting periodic inventories (at least annually) of all chemicals in their respective work area in accordance with MWI 8550.5, "Hazardous Materials Management." (MSFC Form 4099 will be used in conducting the inventory.)

2.2.2 Ensuring current revisions of applicable MSDS are readily accessible in each work area during each work shift to user employees.

Marshall Procedures and Guidelines AD01		
MSFC Hazard Communication Program	MPG 1840.2	Revision: B
	Date: August 26, 2002	Page 8 of 10

2.2.3 Appropriately labeling all chemical containers at the work area.

2.2.4 Ensuring all acquisitions of chemicals are performed in accordance with MWI 5100.1, "Procurement Initiator's Guide" and MWI 5113.1, "Credit Card Operating Procedures."

2.2.5 Ensuring employees using hazardous chemicals are provided hazard communication training and are informed regarding the associated hazards, safe handling, and use of the chemicals in their work area.

2.2.6 Ensuring all chemicals, including those exceeding the manufacturer's shelf-life, are dispositioned in accordance with MPG 8500.1.

2.2.7 Ensuring chemicals are properly stored when not in use and that good housekeeping practices are maintained within the storage and chemical use areas.

2.2.8 Ensuring appropriate personal protective equipment is provided to the employees who handle chemicals and that it is properly maintained in accordance with MWI 8715.4, "Personal Protective Equipment."

2.2.9 Ensuring employees are trained in the correct use and limitations of the personal protective equipment assigned, in accordance with MWI 8715.4, "Personal Protective Equipment."

2.2.10 Ensuring chemicals in glass containers, particularly strong acids and bases, are placed in shatterproof containers when in use. Chemicals purchased in shatterproof-coated containers provided by the manufacturer are acceptable.

2.3 Director, Safety and Mission Assurance Office, is responsible for providing safety guidance to employees with questions or problems regarding hazardous chemicals.

2.4 Manager, Environmental Engineering Department, Center Operations Directorate, is responsible for:

2.4.1 Coordinating the Centerwide chemical inventory and all updates.

2.4.2 Forwarding new MSDS to Occupational Medicine and Environmental Health Services (OMEHS) for inclusion in the Centerwide database.

Marshall Procedures and Guidelines AD01		
MSFC Hazard Communication Program	MPG 1840.2	Revision: B
	Date: August 26, 2002	Page 9 of 10

2.5 Contracting Officers are responsible for ensuring this Directive is incorporated into contracts governing all operations at MSFC and component installations so that actions may be taken that are consistent with the intent and provisions of this Directive.

3. PROCEDURE

3.1 Employee Access

All personnel at MSFC shall be provided access to this Directive, (MSFC Hazard Communication Program); 29 CFR 1910.1200, "OSHA Hazard Communication Standard," and MSDS. Copies are available electronically to employees or their representatives. For those employees not having electronic access, copies will be provided to employees by OMEHS upon request. Directors, managers, team leads, supervisors, and employees are responsible for ensuring current revisions of applicable MSDS are readily accessible in each work area during each work shift to user employees. Hard copies may be placed in each applicable area.

3.2 Inventory

A Centerwide inventory of hazardous chemicals will be maintained by the Environmental Engineering Department. Information required in the inventory is depicted on the Chemical Inventory Form 4099 in accordance with MWI 8550.5.

3.3 MSDS

3.3.1 MSDS will be provided with all chemicals received, formulated, or brought onsite at MSFC. The MSDS will be written in accordance with 29 CFR 1910.1200. A copy of all MSDS will be forwarded to OMEHS by anyone receiving/purchasing new chemicals.

3.3.2 The Center will return to the supplier any chemical received if an MSDS is unavailable for the material in accordance with MWI 4520.1, "Receiving."

3.4 Labeling

3.4.1 All chemical containers (excluding small transfer containers for an employee's own immediate use) will be labeled or tagged, in accordance with 29 CFR 1910.1200. As a minimum, the label will identify the chemical as it appears on the MSDS and contain appropriate hazard warnings.

Marshall Procedures and Guidelines AD01		
MSFC Hazard Communication Program	MPG 1840.2	Revision: B
	Date: August 26, 2002	Page 10 of 10

3.5 Training

3.5.1 Employees will be provided training (reference: 29 CFR 1910.1200(h)) relative to the potential dangers of the hazardous chemicals used in their work areas. Each employee involved in the use and handling of chemical agents or potentially exposed thereto will receive general orientation training relative to hazard communication requirements and specific training on the hazardous chemicals found in their work areas. As appropriate, additional training will be provided as new information becomes available on a specific agent, when special precautions are needed due to the introduction of new chemicals into the work area, when a new employee is assigned to an applicable area, and when a change in chemical usage or chemical work practices occurs. Line management is responsible for ensuring their employees are informed of the hazards of the chemicals within their work area. OMEHS will provide general orientation and supervisory training periodically.

4. RECORDS

4.1 The following records will be maintained/dispositioned by the user in accordance with NPG 1441.1:

- 4.1.1 MSFC Form 4099, "MSFC Hazardous Material Input Sheet"
- 4.1.2 MSFC Form 4235, "Credit Card Purchase Record"

4.2 Training records will be maintained and dispositioned in accordance with NPG 1441.1 by OMEHS for classes they provide. Line management or other entities will be responsible for maintenance and disposition of records associated with training they provide.

4.3 An electronic data base and a hardcopy data base will be maintained by EED support contractor and OMEHS, respectively for all current MSDS's in use at MSFC. The electronic data base will either have the MSDS information stored on a server, or will provide a pointer to the manufacturer's information (e.g., copier toner cartridges). The hardcopy data base will be kept in Bldg 4249 and will consist of current MSDS's at MSFC. When updated MSDS information is received, existing MSDS information in both the electronic and hardcopy data bases will be replaced. All superceded MSDS information will be placed in historical files (electronic and hardcopy).

5. FLOW DIAGRAM

None